

# Vehicle Safety Compliance Certification Scheme **Procedures**



## Vehicle inspection and certification requirements

| Requirement  | In place (Y/N)? |
|--|-----------------|
| <p>Information on the vehicle including the following details are recorded on worksheet or similar before assessment / inspection that includes:</p> <ul style="list-style-type: none"><li>• VIN</li><li>• Vehicle make and model</li><li>• Year of manufacture <input type="checkbox"/> Modification type – scope of modifications to be certified</li><li>• Details of any pre-existing modifications and compliance certificate number, if applicable</li><li>• The modification work that has been completed on the vehicle and any work or rectification that is required to be completed prior to certification</li><li>• Build status of the vehicle, whether the vehicle is a modified production vehicle, an imported vehicle not produced for the Australian market or an individually constructed vehicle.</li><li>• Vehicle owner name and address <input type="checkbox"/> Vehicle owner drivers licence number <input type="checkbox"/> Location, date and time of inspection.</li></ul> |                 |
| For individually constructed vehicles, an approval / reference number has been obtained before assessment.   |                 |
| Relevant vehicle standards affected by modifications are identified.   |                 |
| Applicable ADRs and vehicle standards relating to the vehicle category and competencies for the licensee are available for reference and are current.  |                 |
| Testing required for applicable ADRs and the required evidence for compliance can be identified,   |                 |
| Test equipment used is identified and, if required, calibration to quality standards confirmed.  |                 |

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| The licensed certifier is able to demonstrate competence in the appropriate use of test equipment and have access to operating manuals and equipment specification detailing use and limits of equipment. |  |
| Test equipment outputs are analysed and assessed for compliance with applicable vehicle standards in accordance with appropriateness of use, accuracy limits and engineering principles.                  |  |

| Requirement  | In place (Y/N)? |
|--|-----------------|
| Any testing conducted by 3rd party providers is documented with test results and instructions detailed and confirmed.  |                 |
| Evidence collected is collated against each ADR/vehicle standard being assessed to ensure assessment is consistent with evidence collected.                                |                 |
| Documentation to be retained is organised by vehicle standard with test used, test results and compliance outcome recorded against each standard attached to vehicle file. |                 |
| Digital photographs are retained of the vehicle and vehicle modification for the purpose of confirmation of vehicle identity and modification assessed.                    |                 |
| Compliance certificate and modification plate (if required) recorded.  |                 |
| Modification plates stored in a secure place ensuring they are kept to avoid theft, fire, flood, vermin or any other pests.  |                 |

## Record keeping requirements

| Requirement  | In place (Y/N)? |
|--|-----------------|
| Vehicle files are established in standardised order and securely stored.                                   |                 |
| Completed compliance certificate issued from VSCCS online are held on file.                                |                 |
| ADRs applied are identified and test results for each ADR secured to confirm compliance with the standard. |                 |
| Reasons for test result documented and justified.  |                 |
| For each modification type, ADRs and test results organised to substantiate compliance or non-compliance.  |                 |

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| Photographs of vehicle modification are held for substantiation of the modification and tests conducted.  |  |
| Test conducted by external providers are detailed including tests conducted, person conducting the test, organisation and quality assurance accreditations (if applicable), equipment used calibration records and results (including applicable tolerances). |  |
| Summary report of vehicle modification assessed, standards applied, tests conducted, test results and rationale for outcome.  |  |

## Specific vehicle compliance

For use when review of a number of vehicles is required to substantiate evidence with inspection and safety requirements.

| Requirement   | Vehicle<br>1 | Vehicle<br>2 | Vehicle<br>3 | Vehicle<br>4 | Vehicle<br>5 | Comment | Compliant? |
|---|--------------|--------------|--------------|--------------|--------------|---------|------------|
| Vehicle identity identified from vehicle identifiers.   |              |              |              |              |              |         |            |
| Confirm VSCCS certificate number, vehicle details and the VIN located on the vehicle.   |              |              |              |              |              |         |            |
| Conduct verification inspection consistent with the requirements for issue of VSCCS certificate and those ADRs specified on the original compliance certificate to confirm consistency with the vehicle presented and certificate issued by the Licensed Certifier and detail variances in current vs previous inspection outcomes. |              |              |              |              |              |         |            |
| Identify reasons (apart from assessment not conducted appropriately) why there are differences in inspection outcomes.  |              |              |              |              |              |         |            |

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|---|--|--|--|--|--|--|--|
| Where significant differences have been identified, photograph those differences to substantiate claims. Measurement devices should be shown in photographs to support your evidence. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

[rms.nsw.gov.au/vscs](http://rms.nsw.gov.au/vscs)

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August 2015